2024
Indiana University CAS Guide
(Online Application System)

https://iugraduate2024.liaisoncas.com/
1. Please create your account at https://iugraduate2024.liaisoncas.com/
2. Main page
First, please click the ‘Add Program’ button.
3. Add Programs

Please search 'GSB' and choose the 'MBA-Kelley/SKK GSB' in the list.

1. Search 'GSB' to find the program quickly.

2. Please click the ‘+’ button.

3. This is a wrong information to be corrected. The program is not an online, in-person program.
3. Add Programs

Review Your Program Selections

Below are the programs you have selected. If you are ready to start your application, click the Continue To My Application button below. Missing a Program? Click Add More Programs. You can add more programs at anytime.

No fee for EMBA program

Sort By: Deadline

IU Bloomington
MBA-Kelley/SSK GSB

Term: Fall
Deadline 07/01/2022

Continue To My Application
4. Main page
Please move to the ‘My Application’ menu. There are four sections you should complete.
5. 1st section – Personal Information

Please answer to all questions. Then, you will find the **Save and Continue** button below:
6. 1st section – Personal Information

Please answer questions based on your situation.

Here are examples for the Residency Information.
7. 1st section – Personal Information

VISA

If you have U.S. VISA in the list, please select it.

If you don’t have it, please choose the ‘Other’ in the answer list. EMBA students don’t apply for the U.S. VISA for immersion programs.
8. 2nd section – Academic History

Upload academic transcripts
You need to upload your academic transcript to complete the 2nd section. Once you upload it, you can preview the file.

SKK GSB will send your original academic transcript to IU separately.
9. 2\textsuperscript{nd} section – Academic History

**Standardized Tests**

If you already know your TOEFL or IELTS test scores, please input the details by clicking the test button.

If you will take the test, please input the test date in the system.

If you are exempted to submit the test, please choose the ‘I am Not Adding Any Standardized Tests’ button.
10. 4th section – Supporting Information

Behavior Disclosure / Documents

If you have any records, please input it here.
If you don’t, please answer ‘No’ and click the ‘I Am Not Adding Any Documents’ button.

Behavior Disclosure

We are committed to maintaining a safe learning environment. As part of that commitment, we may ask you to disclose if you have:

- Have been subject to formal disciplinary action (including for example, but not limited to academic reasons at post-secondary institutions, colleges at university)
- Have been charged with or convicted of a crime (or foreign legal equivalent)
- And/or have engaged in behavior that caused injury to person(s) or personal vandalism or behavior that led to a restraining order against you which remain in effect

A previous disciplinary action, charge, conviction, or conduct of the sort identified here disqualifies you from admission to IU, but they do require review by the campus admissions committee. Further information provided will be considered independently of the evaluation of your academic qualifications. The admissions committee and/or other officials at IU have a right to know about...

Please note: By submitting your application to Indiana University, you acknowledge and agree to the University's policies.

You must provide updated information to the campus admissions committee prior to enrollment. Admissions committee will review the information provided and may consider whether...

As part of your application, you must provide a statement regarding the conduct you engaged in while you were attending the University of Indiana. You may upload this statement in the Supporting Information section of your application.

Include in your written statement:

- Details of incident: provide details, including a complete description of the facts and circumstances that led to the charge.
  - Who participated?
  - Who did the victim(s) want?
  - What occurred?
  - Where and when (the event(s) occurred).

- Explanation of criminal/disciplinary history: explain the reason(s) for your charge and the outcome(s) of the case.

This statement must also include a grant of permission to IU for complete access to disciplinary records, if any, at your previous postsecondary institution.

If you have any records, please input them here.
If you don’t, please answer ‘No’ and click the ‘I Am Not Adding Any Documents’ button.

Please upload supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents. If there are optional document uploads available to you, but you will not be able to upload existing document uploads with new versions or delete uploaded documents.

Upload Tips:

- The university reserves the right to review submitted documents before they are accepted.
- Accepted File Types: doc, pdf, jpg, jpeg, png, zip, and .ms office
- Do not password protect your documents.
- Do not upload your Social Security Number (SSN).
- Contact your institution if you have a question regarding your application.

If you select ‘No’ to any of the questions on the Behavior Disclosure section, you must upload the required document below. Click here for more information on how to upload a document.

Include the following topics in your statement:

- Details of incident: provide details, including a complete description of the facts and circumstances that led to the charge.
- Who participated?
- Who did the victim(s) want?
- What occurred?
- Where and when (the event(s) occurred).

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11. 4th section – Program Materials

Please go back to the Program Materials section.

Required documents

- Resume/CV
- Personal Statement
- Recommendations (recommender’s contact information)
Professional Recommendation
Recommendation Request!

Once you have saved the recommendation request, an email request will be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk mail folder, as emails do occasionally get filtered out. Please note: All references submitted within this section of your application are program specific. If you choose to remove this program from your application, please understand your letters will be deleted along with the program.

Recommender’s Information
- **First Name**: Hiwa Yeon
- **Last Name**: Cho
- **Email Address**: skggsb@iu.edu
- **Due Date**: 01/22/2021

**Waiver of Recommendation**
- I waive my right of access to this Recommendation. □ Yes □ No

**Permission to Contact Recommender**
- I hereby give permission to contact this recommender via email to request the completion of the recommendation form and letter of recommendation. If my recommender does not submit an online recommendation form in response to the email request, it is my sole responsibility to contact the recommender directly to ensure all recommendations required by my designated schools are received by the deadline.

**Permission for Schools to Contact Recommender**
- I understand that the schools to which I am applying may contact the recommender either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.

Save This Recommendation Request
13. 4th section – Program Materials

Recommendations
You can find the recommendation(s) submission status here. Please check it before the deadline.

Recommendations
One letter of recommendation is required.

Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

Professional Recommendation

| Hwa Yeon Cho | Requested: Jan. 12 2021 | Status: Requested |

1 required - 1 total allowed
14. Submit Application

Once you complete the four sections of 'My Application', you will find the number '1' in the 'Submit Application' menu. You need to click the 'Submit' button before the recommendation letter is submitted. (Important) Every year, some applicants have forgotten to click it and their IU admission process has been delayed.

※ Please don't forget to click 'Submit'.
Contact Information

Indiana University Graduate CAS Quick Start Guide and FAQ

Amanda Thacker
Executive MBA program manager at IU Kelley School
Tel. 2-812-855-7140
Email. amthack@indiana.edu